

## BOUNTIFUL POLICE DEPARTMENT

I.

Requestor's Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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II.

In accordance with the Government Records Access and Management Act, I am requesting

Type of Record Requested: \_\_\_\_\_

Case Number: \_\_\_\_\_

**If the case number is unknown, provide the following:**

Type of Case: \_\_\_\_\_

Date and Time of Occurrence: \_\_\_\_\_

Location of Occurrence: \_\_\_\_\_

People Involved: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I understand that in accordance with the Bountiful Police Department, I am responsible for the applicable charges:

|                   |   |
|-------------------|---|
| Reports/Incidents | \$10.00 per report  |
| Photos            | Price based on quantity and size                            |
| Audio/Video       | \$50.00 for first copy and \$10.00 for each additional copy |

**IF THE REPORT REQUIRES AN EXCESSIVE AMOUNT OF TIME TO RESEARCH AND PREPARE COPIES, (LONGER THAN TWO (2) HOURS), THE CHARGE FOR THE REQUESTED REPORT WILL BE BILLED AT A RATE OF \$20.00 PER HOUR.**

I also understand that as soon as reasonably possible, but no later than ten (10) business days after signing the Request for Records I will be notified whether my request was approved or disapproved. I also understand that photo identification will be required before the record is delivered to me. **After a requested report is prepared it will be held by the Bountiful Police Department for thirty (30) days, after that time that copy will be destroyed.**

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III.

The majority of records maintained by the police department are classified as private, protected, controlled, or exempt, in accordance with the Government Records Access and Management Act.

Explain the purpose of your request and your involvement in the record:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Office Use Only

Your request has been denied for the following reason(s).

- ☐ Private in accordance with UCA 63G-3-302 or 63G-3-302 S.
- ☐ Protected in accordance with UCA 63G-2-304.
- ☐ Controlled in accordance with UCA 63G-2-303.
- ☐ Exempt in accordance with UCA 41-6a-404.

As per the Government Records Access and Management Act, you have the right to appeal the decision. The appeal must be filed with the City Manager's Office within 30 days of this notice. A notice of decision will be provided to you within five business days.

Do you wish to appeal the decision at this time?

☐ Yes

☐ No

If you marked yes, indicated below what relief you are seeking. You may also include any supporting information with you notice of appeal.

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Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_